

**Town of Chesterfield
Board of Selectmen
MINUTES
May 9, 2018**

CALL TO ORDER

Vice Chairman Norman VanCor called the meeting to order at 6:00 p.m. Also in attendance were Jeanny Aldrich and Alissa Fox, Town Administrator.

Selectman Jon McKeon requested to join the meeting via Skype. McKeon was not able to get to the meeting in time to make the meeting because of his work schedule. No one was in the room with him.

VanCor moved to allow McKeon to join the Selectmen's meeting. Aldrich seconded the motion, which passed unanimously.

- **Selectmen Minutes Review**

VanCor moved to approve the minutes of April 25, 2018 as amended. Aldrich seconded the motion, which passed unanimously.

WEEKLY REVIEW

- **Suggestion Box**

Town Hall Floors – Who is responsible for the floors? McKeon stated that Select Board is. Aldrich went to the Town Hall and took pictures, it doesn't look like they are clean. McKeon stated that we need to take care of the floors if they need it. McKeon stated that we should look into what is being used to clean the floors. Bob Brockman stated that he was there today for the senior lunch and the broom being used is for cement. Aldrich asked where the mop bucket is being stored because she couldn't locate it. Aldrich stated that the cleaning closet is locked by padlock. Aldrich stated that she would talk to Pat Grace and create a SOP.

Voting – Suggestion came from Judy Bower to put a clear simple sign on the Town Bulletin boards on how to vote and how to do an absentee vote and also it is hard to find how to register to vote on the website. Barb Girs stated that she could put on the website but she doesn't have a Town Clerk page. VanCor asked if Girs could handle the bulletin board. Girs stated she would.

GUESTS

6:15 p.m. - Kevin White – Police Department

Select Board asked if White wanted to be in public meeting or non-public meeting. White stated he is ok with public. White came to let the Select Board know that he applied for retirement and his last day will be May 31, 2018. BOS discussion and White was thanked for his many years of dedicated police work for the Town.

WEEKLY REVIEW

- **Code Enforcement Report**

The Code Enforcement activity reports were reviewed by the Board for weeks ending April 28 and May 5. The reports included permits issued, field inspections, complaints and violations.

McKeon discussed that the 6 parking spots the fire station provides. McKeon stated there is some confusion on Parson's view on the part that the fire department has documented use of. The MOU documents the extent of the building walls and 6 parking spaces. Aldrich asked Fox to send back to Parson's for clarification. McKeon asked Fox to let Parsons know the actual boundary of the Fire Department is just the walls of the fire station.

GUESTS

6:30 p.m. - Chief Chickering – Police Department – Quarterly Review

Comparison of:	2018	2017
	75 incidents	65 incidents
	3 burglaries	1 burglary
	2 burglaries solved	
	1 burgerly outstanding	
	34 arrests	18 arrests
	1 sexual assault	
	5 drug cases	2 drug cases
	2 overdoses (survived)	1 overdose
	5 DWI	1 DWI

In Town report Chief Chickering explained about DRE (Drug Recognition Expert) training. Chief Chickering chose Derek Jackson to do this training. The training will be 2 weeks in Concord, then 2 weeks in Phoenix. Chief Chickering stated a grant pays for all of the training. VanCor asked if there was Anything the Select Board could do to help publicity.

Grants – Chief Chickering stated he put in for some grants this year.

State Highway Enforcement – 240 extra hours to patrol Route 63 and Route 9. The State grant pays for \$10, 54 for the officers pay towards this.

50/50 Grant for 2 Panasonic tough books – there are 4 computers in car. 2 of them are 10 years old. Chickering tested a regular laptop and it does not stand up to the cold and heat. 2 tough books are \$8,600

Motorola portable radios every year we purchase one for \$3,500.

Police Equipment Capital Reserve fund- Chief Chickering stated that \$8,500 a year is spent on Equipment. In the next three years the capital reserve fund will be in the negative. Next year Chief Chickering is going to ask for \$15,000 be put in capital reserve fund. Chief Chickering Also gave a comparison of what the capital reserve fund would look like in 10 years if \$18,000 Was put into capital reserve. The biggest hit is buying a portable radio every year. McKeon Stated that Lester cut a bunch of budget items to bare bones with great intentions. Chief Chickering believes there are some things that can be pushed out till 2021.

Chief Chickering told the Select Board that the 2014 Dodge Charger had an engine tick. It needed a lot of repairs. All of the repairs were under warranty. The 2013 Dodge charger at the check engine light on and it was going to cost \$5,600 to repair. Chief Chickering spoke to the supervisor and got it covered under warranty.

Chief Chickering went to the Senior lunch, Derek Jackson is #1 combat medic in his reserve, Donna Magdycz is teaching DARE at the school and will be at career day on Friday, the Police Dept will be participating in an active shooter training with the school in the next few months.

Next meeting agenda schedule Chief Chickering for employee hiring – non public.

OLD BUSINESS

- **AED**
To be tabled with the Town Hall Annex project.
- **Town 3-D Topo Map**
No update to report.
- **Update Roads**
No update to report.
- **Update Zoning**
No update to report.
- **Features (Towers) Update**
No update to report.

Public Comment

Fran Shippee – How do I get Parks and Recreation meeting posted? Fox stated to write up the notice and post it in 2 places in Town. One place Town Hall Building bulletin board and either the Library or Post Office.

GUESTS

7:00 p.m. - Chris Lord – Highway Department

Mitchell Paving will be doing the paving this year. The quote came in \$16,000 under budget and the highway department doesn't need to do the paving Mitchell will do all of it. McKeon checked with Lord to make sure he will be on site during the paving project to make sure that it is getting done to our specs. Lord stated he would be on the paving projects.

Highway department has been working on the culverts
Grading dirt roads but no chloride yet.

McKeon stated that it is time to migrate Lord's responsibilities to the Director of Public Works Position. The Select Board needs to give Lord a list. The Select Board will also get Lord a contractor list.

McKeon stated that Don Brehm called about the water level. Lord stated that the we are at 3" high and over the top of the boards. The summer boards are in. Lord thinks by Tuesday we will be at summer level. VanCor asked Lord when he checks the water level. Lord stated every Monday. Aldrich asked if we could post it on website and McKeon stated that it could be put on website.

- **Town Hall Annex Plans**

McKeon stated the mandatory RFP meeting is Monday at 9:00 am. McKeon listed the RFP on Works in Progress. VanCor and McKeon will be at the walk thru on Monday. McKeon will have the sign-up sheet and checklist. Aldrich mentioned the need of a grease trap. McKeon stated it will be to code.

- **Former Town Office Plans**

McKeon had a conversation over the weekend with the Dompieri and thinks everything will be all set. The Septic inspection info came in and there are signs of elevated product in the drywell. This is one sign that qualifies for a “failing” system by state standards. Aldrich would like to see the confidential file. McKeon stated he would email it over to Alissa to send to Aldrich. McKeon needs to speak to the Dompieri about the septic failure and hope it does not push them away. McKeon will reach out to the Town attorney to see how to put the money into escrow to be able to get around the bonding issue. McKeon is meeting with the Dompieri on Monday the 14th at 11:30 am.

GUESTS

7:30 p.m. – Kristin McKeon – Zoning Board Chair

K. McKeon would like to spend some money out of the legal expense for John Ratigan to do some training for the Zoning Board members. Another issue that is going on is that a building was given a permit to be put in and there is not enough acreage. They are not meeting set-back requirements. The building alone is at 20%. Code Enforcement Officer told them to go to the

Zoning Board to get a variance but they need an equitable waiver. K. McKeon stated that There are 4 criterias to be met, to be able to get an equitable waiver. J. McKeon stated that we should talk to NHMA first. After McKeon talked to John Ratigan, Ratigan suggested we be on retainer for the year. McKeon hasn't got the price yet. Aldrich stated we needed to get moving on this.

McKeon MOVED to spend the money for the legal fees for the training for ZBA SECOND VanCor VOTE unanimous

K. McKeon stated that at last night's meeting we have found out that for the second time things have been done that could get the Town in trouble.

7:45 pm VanCor MOVED to go into non-public session under RSA 91-1:II (a) & (c) SECOND Aldrich VOTE unanimous

8:15 pm VanCor MOVED to come out of non-public session SECOND McKeon VOTE unanimous

OLD BUSINESS

- **Progress on Erosion Issue with Roads to Town Owned Beaches**

VanCor stated that there could be grants for erosion issues. In the future we need to discuss .

- **Lighting Inventory**

Nothing to report.

- **Parks & Recreation Cottage Condition**

There is a meeting tomorrow night. VanCor is meeting with Pinney Plumbing and heating. The good news is the leak in the bathroom is localized. VanCor is not sure if Ryan Lower is who is working there now to finish toilet leak. In the future Pinney should be doing it.

- **Meeting Room Use – Rental of Town Property Agreement**

Aldrich took some of the changes from McKeon and Fox and put them into the agreement. Aldrich has some more changes to make and then she will forward over the agreement. Aldrich asked if we should have a no smoking policy. Fox suggested a smoking area that is away from doors and windows to the building. McKeon thinks that is a good idea. Aldrich will create the designated smoking area into her agreement.

- **Rudolph Property**

McKeon filled in Aldrich on the meeting that VanCor and himself had on April 29th. The Rudolph's have been informed that they will need to get the property surveyed. McKeon stated that after speaking with Attorney Ratigan this is what is needed to get it corrected. There is no clear ownership, according to the registered deeds of that property in question.

- **Trees – Ed Labbe**

VanCor will be meeting with Chris Lord tomorrow to look at the trees. Aldrich stated that she went and took pictures of the trees and will email them to Fox. Aldrich states that she feels that this is not the Town's responsibility. McKeon and VanCor agree.

McKeon MOVED to not act on the tree removal on the Town land adjacent to Ed Labbe's property due to our understanding that it is not the Town's responsibility SECOND Aldrich VOTE unanimous

- **29 Wildwood – Email from Steve Perrin**

Aldrich thinks that the foundation should be removed. McKeon stated that they could fill the foundation.

McKeon MOVED to send letter to Steve Perrin stating that the Select Board will agree to leave foundation in place as long as he fills the foundation with earth to the grade of the surrounding area SECOND VanCor VOTE unanimous

- **Cleaning of Town Offices**

Fox will get 3 quotes from professional cleaners. Fox thinks that the cleaning should be done when the offices are closed.

NEW BUSINESS

- **Letter from Brad Roscoe – Broadband Infrastructure**

VanCor suggested that Roscoe come in to one of our meetings and explain the new law.

- **Letter from DRA – Total Equalized Valuations**

This is done every year based on formulas by the DRA

- **Investment Policy**

Aldrich MOVED to approve the investment policy SECOND McKeon VOTE unanimous

- **Fireworks Ordinance**

Aldrich wants to make sure VanCor and herself, as they are representatives to the tow fire districts, have the correct information to give to the fire departments. The fire departments want to make sure they will not be responding to firework complaints unless there is a fire. McKeon stated that they are not enforcer. VanCor told Spofford Fire that if they don't want to be a part of the ordinance then to send a letter to the Select Board. The fire departments think that they are covered under the State RSA's. McKeon stated that they aren't. Aldrich & VanCor will explain to the Fire Depts. that they are not enforcers and if they don't want to be part of the ordinance then to send a letter to the Select Board requesting they not be part of it.

- **Deeded Property List**

The list of deeded property was divided out. Fox will get phone numbers and send each Select Board member their list.

OTHER BUSINESS

McKeon MOVED to have Fox order flowers for Pat Grace SECOND Aldrich VOTE unanimous

VanCor MOVED to have the Town Administrator send flowers or a fruit basket up to the amount of \$100 to employees when a family member (as defined in the personnel manual) passes away or is hospitalized on behalf of the BOS SECOND Aldrich VOTE unanimous

McKeon MOVED to amend the Selectmen's Meeting minutes of February 14, 2018 to include the vote that the Select Board moved to put the warrant article for the bond for the Town Hall Annex on the Town Warrant for voting in March SECOND VanCor VOTE unanimous.

Aldrich stated that the EDC will no longer have a Chairman for the committee. VanCor suggested Phil Shaw if he is interested. VanCor stated that he would be an excellent choice if he is willing.

Aldrich asked if the Town did anything for Public Works week which is the week of the 20th. Aldrich also stated that Clerks week is in June. McKeon stated that we don't do anything.

Aldrich would like to attend the NHMA course A Guide to Effective Enforcement Workshop on June 1st for \$90.00.

VanCor requested follow-up on the letter of support from the BOS to the DES on the volunteer work done at Chesterfield Gorge. We request the DES keep the Gorge open and allow continued volunteer work. Aldrich will do the letter.

VanCor asked about the on-going Town revaluation process. Fox stated that Sam Greene from the DRA will be in at the next meeting to go over it with the Board.

McKeon gave an update on planning board meeting. The new owner of the property that is defined as PDD #4 was in to discuss possible uses of the property. One of their ides was a metal building to house RV storage. McKeon stated the storage building to store RV's can't be implemented as it is zoned now. Only the exact layout and buildings that were approved through

the PDD process can be installed. The rules of procedure for the planning board are being worked on.

- **Public Comment**

Jeff Scott stated that Kathy Thatcher put on a good informational talk about invasive species.

Jeff Scott doesn't understand the Septic System issue at the old Town Office. McKeon said he will send over the paperwork to him to review.

9:45 pm *VanCor MOVED to go into non-public session under RSA 91-1:II (a) SECOND Aldrich VOTE unanimous*

10:08 pm *VanCor MOVED to come out of non-public session SECOND Aldrich VOTE unanimous*

McKeon MOVED to seal the minutes for the both non-public meetings SECOND VanCor VOTE unanimous

With no other business to conduct, *VanCor MOVED to adjourned at 10:09 p.m. SECOND Aldrich VOTE unanimous*

Respectfully submitted,

Alissa Fox
Town Administrator

Approved by:

Jon P. McKeon, Chairman

Date

Jeanny Aldrich

Date

Norman W. VanCor

Date